

**Office of Management & Finance
Cash Management Policies & Procedures**

DEPARTMENT OF NATURAL RESOURCES
OFFICE OF THE SECRETARY
FISCAL SERVICES

PROCEDURE NO. REV027
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REV. DATE 07/31/00

PROCEDURE NAME: CASH MANAGEMENT

PURPOSE: Act 981 of the Regular Session of 1988 did amend and reenact R.S. 39:372 and the requirements of the Cash Management Task Force thereby establishing that all Departments adopt cash management policies and procedures. In accordance with the requirement, the Department of Natural Resources does proclaim that it is a part of the State Central Cash Management System. Therefore, under the guidelines established by the Division of Administration and the Office of the State Treasury, this Department intends to adhere to those policies and guidelines promulgated by these offices. By way of this document, the Department of Natural Resources herein proclaims establishment of a cash management policy as follows:

RESPONSIBILITY

ACTION

DEPARTMENT PERSONNEL 1. TIMELINESS OF DEPOSITS

The Department of Natural Resources herein acknowledges its fiduciary responsibility to the provision of Article VII Section 9 of the Louisiana Constitution which states "all money received by the state or by any state board, agency or commission shall be deposited immediately upon receipt in the State Treasury".

2. EXPENDITURE OF STATE FUNDS

The Department of Natural Resources herein acknowledges its custodial responsibility to adhere to the provisions of Article VII Section 10 of the Louisiana Constitution which states "money shall be drawn from the State Treasury only pursuant to an appropriation made in accordance with the law".

3. COLLATERALIZATION OF PUBLIC FUNDS. NOT IN THE STATE TREASURY

The Department of Natural Resources working in conjunction with the State Treasurer's Office is monitoring the collateralization of public funds to insure that proper security levels are maintained.